



FEMA

HSEEP Toolkit System: User Guide

Exercise Evaluation Guide Builder

Integrated Tool

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Summary

The purpose of the Homeland Security Exercise and Evaluation Program (HSEEP) is to provide common exercise policy and program guidance that constitutes a national standard for homeland security exercises. As part of HSEEP, Exercise Evaluation Guides (EEGs) have been developed to assist in the evaluation of the performance of tasks, activities, and capabilities necessary to prevent, protect against, respond to, and recover from natural and manmade disasters. The EEGs are instrumental to exercise evaluation, improvement plans, and corrective actions because these documents assist the exercise evaluation process by providing evaluators with consistent standards and guidelines for observation, data collection, analysis, and report writing.

The EEGs are the primary reference for exercise evaluation to ensure all jurisdictions and organizations evaluate exercises against a consistent measurable baseline. This method of evaluation helps identify significant gaps in preparedness capabilities across the Nation, and serves as a tool to develop stronger and more consistent After Action Reports/Improvement Plans (AARs/IPs). EEGs provide exercise evaluators with a manageable tool to collect data during an exercise, in a format that allows easy transfer of information to the AAR/IP.

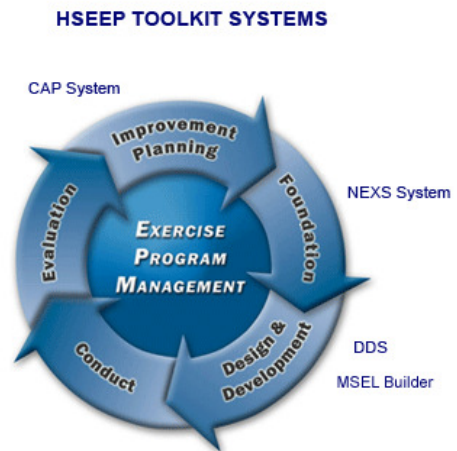
The EEG Builder will allow users to create customized EEGs by selecting which Activities from a given Capability will be evaluated during an exercise. Users will also be able to create customized Tasks and Measures to further focus the evaluation process.

There are two methods for accessing the EEG Builder within the HSEEP Toolkit. If a user chooses to enter the EEG Builder directly from the Exercise Evaluation Guide Library, the user will begin the customization process by entering specific information about the exercise and then selecting the Capability to evaluate. If a user chooses to enter the EEG Builder as an element within the exercise Design and Development System (DDS), this information will be collected from content already provided to the Toolkit as a part of the exercise creation process.

For more information on the EEG Builder or HSEEP policy and guidance, visit the HSEEP website at <https://hseep.dhs.gov/>.

Purpose

The EEG Builder user guide is designed to help get you started customizing EEG content to meet your individual needs. This guide covers the basics of creating a customized EEG and then either saving it as a part of an online exercise plan or downloading it to a local work station. This document covers the steps need to interact with the system, but



does not include guidance with respect to HSEEP policy, definitions, or a suggested methodology for describing exercise data.

Other Resources

HSEEP Volume III

EEG Library

HSEEP Toolkit Help file

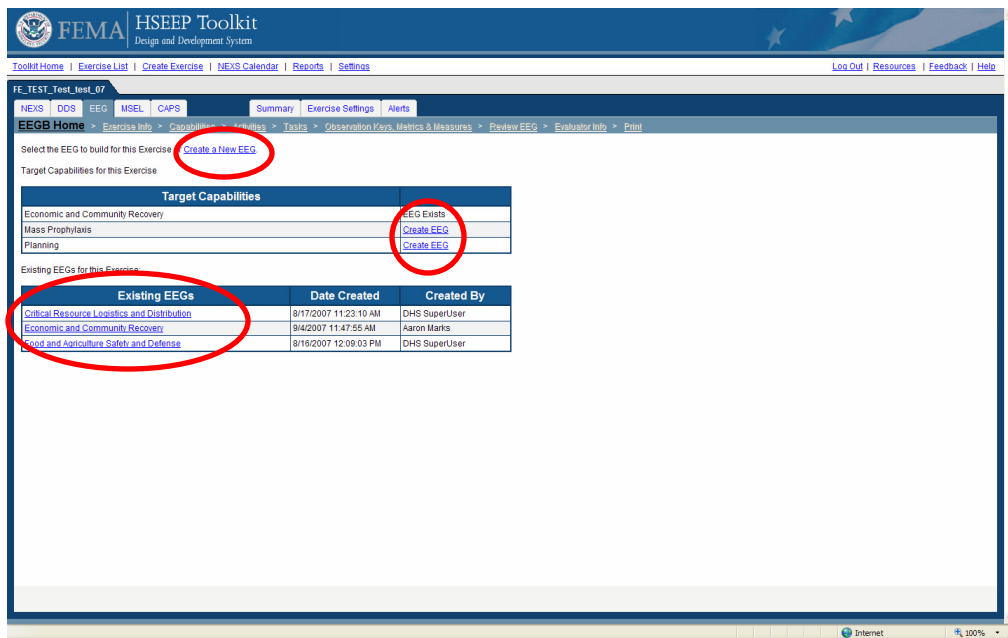
1) Navigate to the Exercise Evaluation Guide Builder

- a) From any point in the online exercise planning process, click on the EEG navigation tab located along the top of the page.

The screenshot displays the HSEEP Toolkit web application. At the top, there is a navigation bar with tabs: FE, TEST, Test, and EEG. The EEG tab is highlighted with a red circle. Below the navigation bar, there is a sidebar with links: CDS, NEX, EEG, MSEL, and CAPS. The main content area shows a form for creating or editing an exercise. The form includes fields for Status (Approved), Exercise Tier (None), Exercise Overview (This is a test exercise), Scheduling Domain (National Park Service), Primary Lead Planning Organization (Aid Matrix), Exercise POC (Sasha Drew), Primary Sponsor (Food Safety), Sponsor Comments (Here's a sponsor comment), Programs (Pandemic Influenza (HHS) (CDC)), Type (Functional), Scope (Local, State), Scenario (Pandemic Influenza, test here's a test), Mission (Protection), Theme (Continuity of Operations (COOP)), Primary Location (Bridgeborn North, 2200 Wilson Blvd, suite 950, Arlington, VA 22201), Date(s) (12/20/2007 11:00 AM - 12/20/2007 3:00 PM), Conferences (Concepts & Objectives (C&O) Meeting (6/11/2007-6/11/2007), Initial Planning Conference (IPC) (6/26/2007-6/26/2007), Mid-Term Planning Conference (MPC) (8/8/2007-8/8/2007), TEST: Site Visit: Starbucks (8/22/2007-8/22/2007), MSEL Conference (8/26/2007-8/26/2007), Final Planning Conference (FPC) (11/26/2007-11/26/2007), After Action Conference (AAC) (1/26/2008-1/27/2008)), Target Capabilities (Planning, Economic and Community Recovery, Mass Prophylaxis), Lead Planner (Greg Norman), Major Participants (Alaska Railroad, American Red Cross), and Linked Exercises (None selected). On the right side, there are buttons for View Scheduling Conflicts, Link Exercise, Manage Tasks, Manage Documents, and View Alerts.

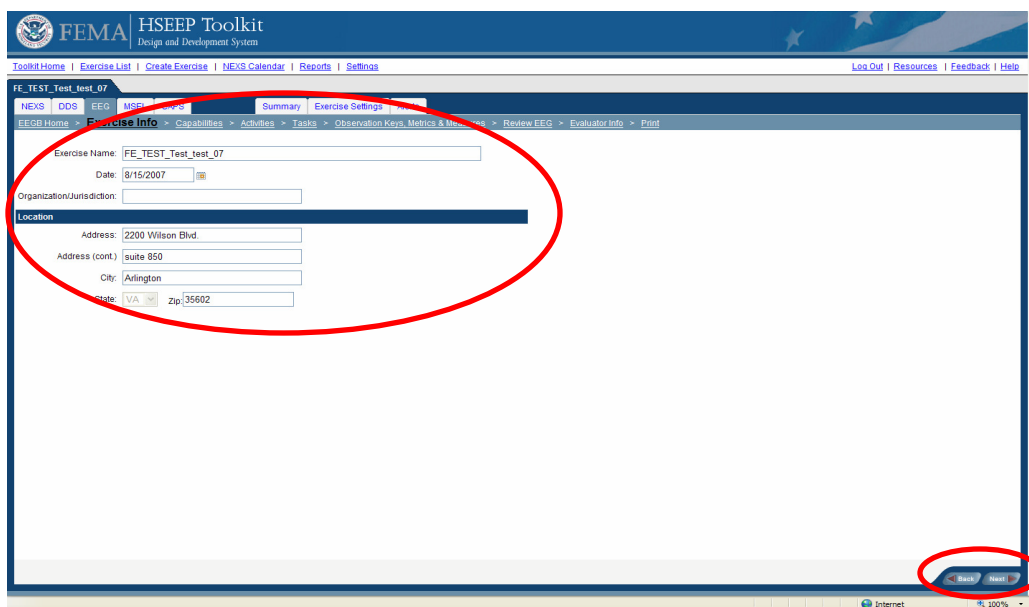
2) Select Capability for the EEG

- a) The system will display any Capabilities that were previously identified as being included with a specific exercise.
 - i) You may choose to [Create a New EEG](#) using a Capability that was not previously associated with the exercise.
 - ii) Select Create EEG next to a specific Capability in order to use that Capability.
- b) If an EEG already exists for a Capability, it can be edited by selecting the Capability name listed under “Existing EEGs.”



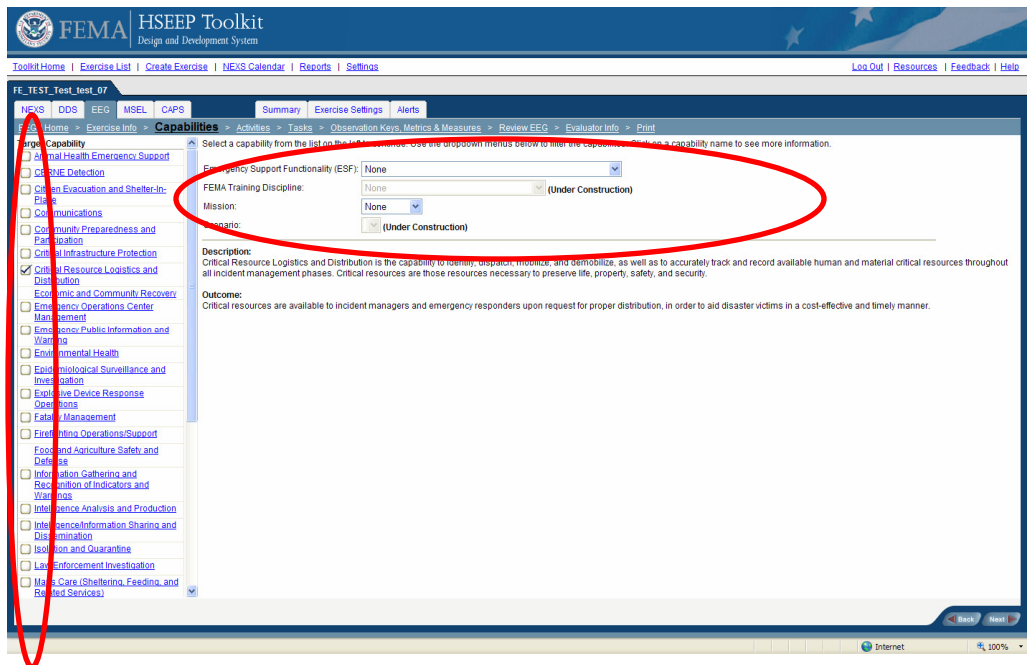
3) Confirm Exercise Information

- Appropriate content elements, including Exercise Name, Date, Organization/Jurisdiction, and Location will be automatically downloaded from the existing Exercise within the HSEEP Toolkit.
- Confirm that the pre-populated content is correct. Any changes made on this screen will affect any other integrated HSEEP Toolkit systems.
- Use the “Next” button found at the lower right corner of the page to continue to the next step in the EEG Builder process.

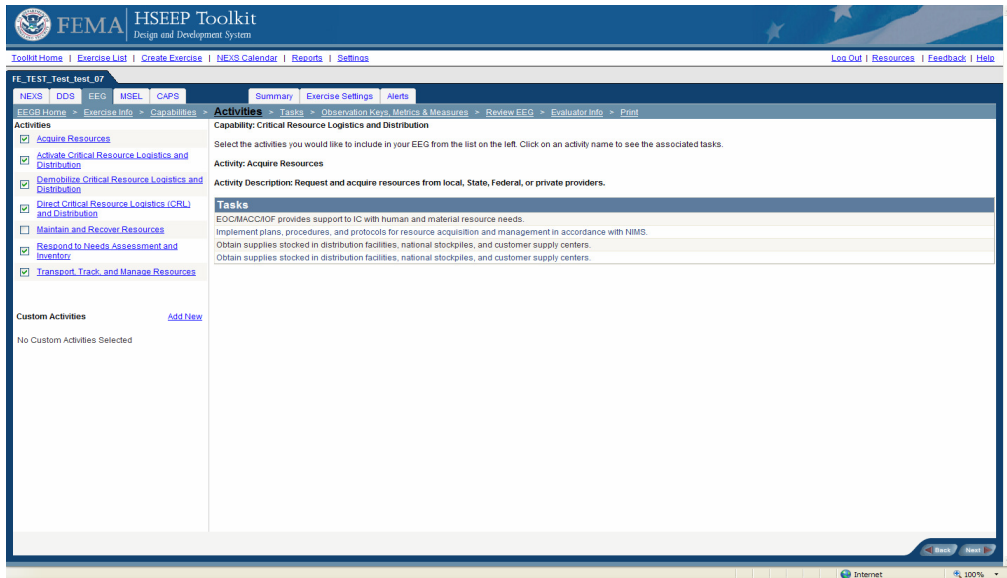


4) Select Target Capability

- a) The EEG Builder will display all of the Target Capabilities selected as a part of the Exercise Creation process down the left hand side of the page. If the user has chosen to associate an additional Capability with an exercise, then the system will display a comprehensive list of the Target Capabilities. Clicking on the name of a Capability will display its definition and outcome content in the center frame.
 - i) When using the independent EEG Builder without pulling pre-existing Exercise content from other systems within the HSEEP Toolkit, the system will display all of the available Target Capabilities in the left hand frame. The user may apply up to four filtering criteria to this list:
 - (1) Associated Emergency Support Function
 - (2) FEMA Discipline
 - (3) Mission
 - (4) National Training Scenario
- b) Select the Target Capability to serve as the focus for the EEG by selecting one of the radial buttons next to each Capability.

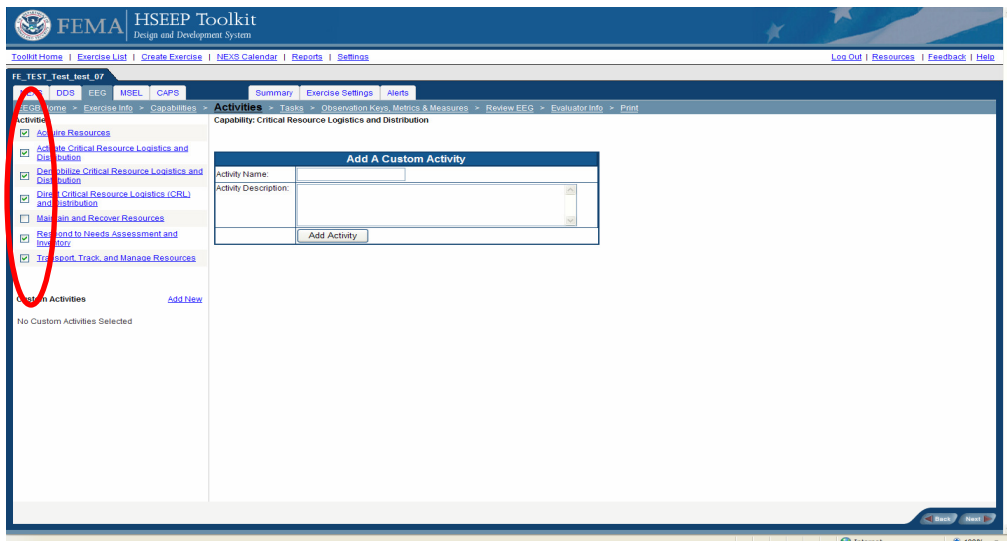


- c) After selecting the desired Target Capability navigate to the Activity level by using the “Next” button in the lower right corner of the page.
 - i) If you wish to return to a previous page use the “Back” button located to the left of the “Next” button.



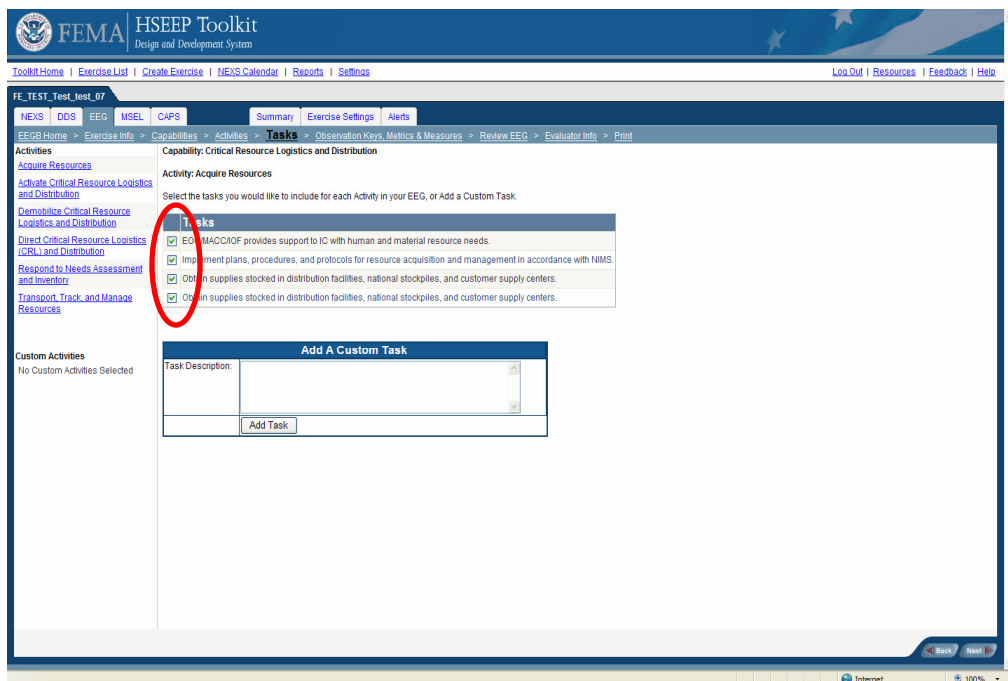
5) Select Activities

- a) The system will display all of the Activities associated with the selected Target Capability down the left side of the screen.
 - i) Clicking on any of the Activities will display its Definition and associated Tasks.
- b) Select all of the Activities which you want to include in the Exercise Evaluation Guide by clicking on the check boxes to the left of each Activity.
- c) The user may create custom Activities using the hyperlink located on the left side of the page below the existing Activities.
 - i) Any custom content must include an Activity name and a description/definition.
- d) Click on the “Next” button in the lower right corner of the page to continue to the Task level.



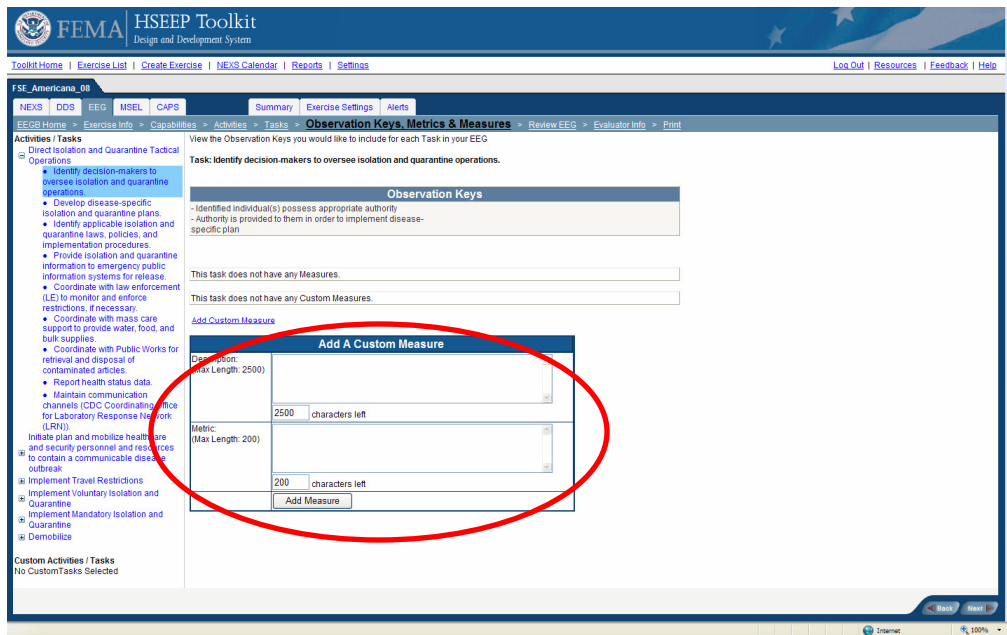
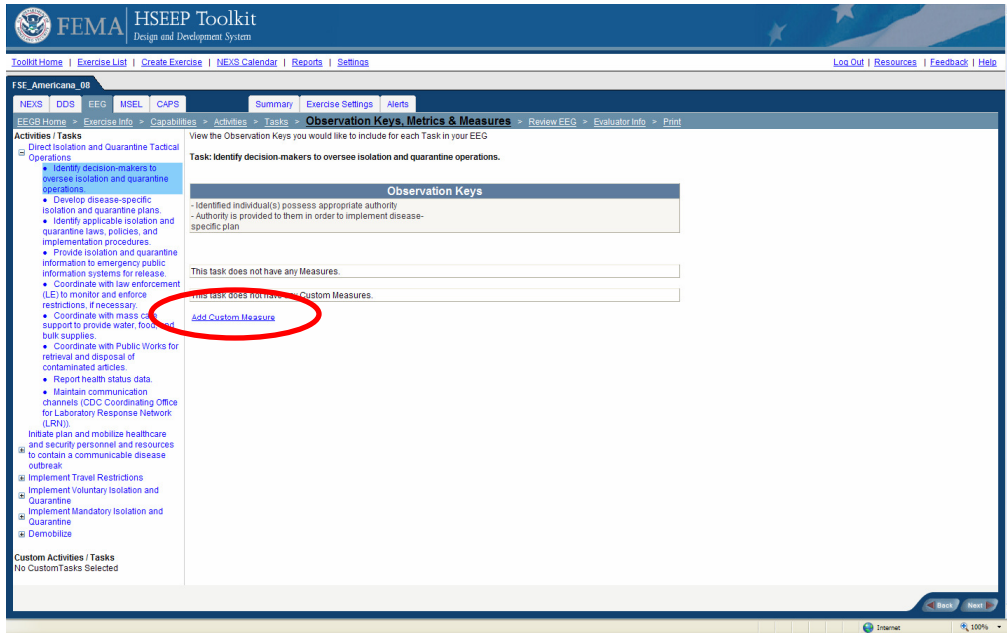
6) Select Tasks

- The system will display the Activities which were selected in the previous step along the left hand side of the page.
- Clicking on an Activity name will display all of the associated Tasks in the center frame of the page.
- Select the individual Tasks which are to be included in the EEG by clicking on the checkboxes to the left of each Task name.
- Custom tasks can be created for the selected activity by entering a Task Name and description in the available fields.
- Repeat this process for each activity listed.



7) Observation Keys, Metrics, and Measures

- The system will display any Observation Keys, Metrics, or Measures associated with selected tasks.
- Custom Measures and Metrics can be created by clicking on the “Add Custom Measures” link located below the Observation Keys.



8) Review EEG

- a) The system will display the EEG content for review.
- b) Any necessary changes may be made by returning to the appropriate Builder page either through direct navigation using the process bar located at the top of the frame or the “Back” button in the lower right corner of the page after scrolling through all of the displayed EEG content.

FEMA HSEEP Toolkit
Design and Development System

ToolKit Home | Exercise List | Create Exercise | NEWS Calendar | Reports | Settings | Log Out | Resources | Feedback | Help

FE_TEST_Test_test_07

Review EEG | Summary | Exercise Settings | Alerts

Home > Exercises > Capabilities > Activities > Tasks > Observation Keys, Metrics & Measures > **Review EEG** > Evaluator Info > Print

Critical Resource Logistics and Distribution

Exercise Evaluation Guide: FE_TEST_Test_test_07

Capability Description:
Critical Resource Logistics and Distribution is the capability to identify, dispatch, mobilize, and demobilize, as well as to accurately track and record available human and material critical resources throughout all incident management phases. Critical resources are those resources necessary to preserve life, property, safety, and security.

Capability Outcome:
Critical resources are available to incident managers and emergency responders upon request for proper distribution, in order to aid disaster victims in a cost-effective and timely manner.

Jurisdiction or Organization:	Name of Exercise: Critical Resource Logistics and Distribution
Location: 2200 Wilson Blvd. Suite 850 Arlington, VA 22202	Date: 9/15/2007
Evaluator:	Evaluator Contact Info:

Note to Exercise Evaluators: Only review those activities listed below to which you have been assigned.

Activity 1: Acquire Resources

Activity Description: Request and acquire resources from local, State, Federal, or private providers.

Tasks Observed (check those that were observed and provide comments)
Note: Asterisks (*) denote Performance Measures and Performance Indicators associated with a task. Please record the observed indicator for each measure.

Task / Observation Keys	Time of Observation / Task Completion
1.1 EOC/MAC/IOF provides support to IC with human and material resource needs. - EOC/MAC/IOF receives requests from Incident Commander or other individual for needed material or human resources - EOC/MAC/IOF designates coordinates with EOC Operations Officer to acquire needed resources from appropriate emergency support functions (ESFs) or other providers	Time: Task Completed? Fully [] Partially [] Not [] N/A []
1.2 Implement plans, procedures, and protocols for resource acquisition and	Time:

9) Evaluator Info

- a) Enter the following information for the Evaluator expected to use the EEG being constructed
 - i) Name
 - ii) Email Address
 - iii) Venue where they will be evaluating
- b) This process may be repeated as many times as necessary in order to meet the planned usage for each EEG

FEMA HSEEP Toolkit
Design and Development System

Toolkit Home | Exercise List | Create Exercise | NEXS Calendar | Reports | Settings

FE_TEST_Test_Test_07

NEXS DDS EEG MSEL CAPS Summary Exercise Settings Alerts

EEGB Home > Exercise Info > Evaluator Info > Print

Evaluator Name:

Evaluator Email:

Venue:

Back Next

10) Print/Save

- A completed EEG can be downloaded from the EEG Builder as either a PDF or MS Word file.
- These files are automatically saved within the HSEEP Toolkit and associated with a specific exercise, making them available for review, edit, and/or download by members of the Planning Team.

FEMA HSEEP Toolkit
Design and Development System

Toolkit Home | Exercise List | Create Exercise | NEXS Calendar | Reports | Settings

FE_TEST_Test_Test_07

NEXS DDS EEG MSEL CAPS Summary Exercise Settings Alerts

EEGB Home > Exercise Info > Evaluator Info > Print

Back Next

This is the final task.